MEMORANDUM

SHOWING

ACTION THAT WOULD BE REQUIRED BY COMPANY, TROOP, OR BATTERY COMMANDERS, AND SUPPLY OFFICERS OF REGIMENTS,

TO PROVIDE

Blank Forms, Funds, Camp Sites, Shelter, Water Supply, Light, Sanitation, Supplies, Transportation, and Personnel for Company Organizations Created at "A" and the Regimental Organization Mobilized at "B"

WASHINGTON
GOVERNMENT PRINTING OFFICE
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War Department,
Office of the Quartermaster General of the Army,
Washington, D. C., April 12, 1917.

The following memoranda is published for the information and guidance of all concerned, showing action that would be required by company, troop, or battery commanders and supply officers of regiments to provide blank forms, funds, camp sites, shelter, water supply, light, sanitation, supplies, transportation, and personnel.

These instructions are prepared assuming the following:

(*a*) The company, troop, or battery organizations to be created at "A" and the commanding officer to properly equip and care for his unit until it is transferred to the mobilization camp and made a part of the larger unit.

(*b*) The regiment to be mobilized at "B", the company, troop, and battery units having been equipped by their commanders at rendezvous points.

Activity.	Company, troop, or battery.	Regiment.
1. Blank forms..	These organizations of the Regular Army are in time of peace supplied direct from the Office of the Quartermaster General. In time of war they could be supplied from a base of supplies in the theater of operations or other designated supply point. Either or any of these organizations created at "A" would be furnished with initial stock, without requisition, by the department quartermaster, shipment being made direct to place of formation. Future supply to be on requisition. For the National Guard, if in State service, by the State authorities; if in Federal service, as for the Regular Army as above. In case of Volunteers, there would be no company, troop, or battery rendezvous, but troops would come in at mobilization camp. (See Appendix 1, Manual for the Quartermaster Corps, 1916.)	For a regiment the necessary initial supply of blank forms will be shipped, without requisition, to regimental mobilization camp or to the camp quartermaster, as the case may be, by the department quartermaster; additional forms required to be obtained on requisitions submitted to the Office of the Quartermaster General unless otherwise directed. (See Appendix 1, Manual for the Quartermaster Corps, 1916.)
2. Funds.....	In the case of the formation of a company, troop, or battery, located at a separate station, the commanding officer should call on the department or other designated quartermaster for such funds as may be necessary for local purchase of supplies and the hire locally of necessary services. If no bonded officer be present, some Regular Army officer should be de-	The supply of a regiment composed of original units brought together from various points devolves upon the regimental supply officer, who should call upon the department or other designated quartermaster for funds

Activity.	Company, troop, or battery.	Regiment.
2. Funds—(continued).	tailed as acting quartermaster. If there be no officer present who can so qualify, and a Volunteer or National Guard officer be detailed as quartermaster, the officer so detailed can only disburse quartermaster funds as the agent of the department or other quartermaster who furnishes such funds, and can not be made an accountable officer, unless he be bonded. He should, however, as the representative of the accountable officer, support all disbursements of funds intrusted to his care with itemized bills properly receipted. If the organization belongs to the National Guard, and is mobilized as such under call of the President, it is entitled to Federal maintenance and pay from date of its report at the home rendezvous. The commanding officer of such National Guard organization should call on the local disbursing officer, who is the property and disbursing officer of the State, for such quartermaster funds as may be needed for local purposes, but in no case can this company, troop, or battery officer be made an accountable officer, unless he be bonded. As stated above, if he, not being bonded, makes disbursements of quartermaster funds, he does so as the representative of the property and disbursing officer of the State, and all expenditures of such funds should be covered by itemized bills properly receipted. However, officers of the National Guard who may be furnished, under proper authority, with funds for the purchase of coffee or other components of the travel ration for the use of their commands are not required to furnish bonds for the safe keeping and disbursement of the same, and shall be accountable therefor. The call for funds may be made by mail, by telephone or telegraph. If there is doubt as to the proper source of supply the division or department quartermaster should be called on for the required information. (See paragraphs 389 to 1016, Manual for the Quartermaster Corps, 1916.)	needed for local purchases and engagement of services locally. If no bonded officer be present, an officer of the Regular Army should be detailed as acting quartermaster, and the funds called for should be placed to his credit, and he should be made accountable therefor. In the absence of a bonded officer, no Regular Army officer being present, the officer designated to receive and disburse quartermaster funds can do so only as the agent of the accountable quartermaster upon whom the call is made. While the officer so detailed can not become accountable for the funds, he should require receipted bills for all disbursements. If it be a National Guard regiment, mobilized on call of the President, the supply officer should call on the property and disbursing officer of the State for needed quartermaster funds. If the regimental supply officer be not bonded, the same inhibition holds as to accountability as in the case of the company troop or battery officer, and the funds received from the property and disbursing officer of the State must be disbursed as the agent of that officer. The requisition for funds may be made by mail or by wire as the exigencies of the case demand. When the source of supply is not definitely known, the division or department quartermaster should be asked for instructions. (See paragraphs 389 to 1016, Manual for the Quartermaster Corps, 1916.)

Activity.	Company, troop, or battery.	Regiment.
3. Camp sites....	For a company, troop, or battery created at "A" it would first be necessary to provide a suitable camp site. Under ordinary circumstances, unless the camp site was indicated by higher authority, this would de done by the organization commander, or by some officer detailed by him for the duty. In selecting a camp site regard for the health of the command should be the first consideration and instructions in Field Service Regulations followed as far as practicablo. If such camp site is on ground other than Government owned immediate steps should be taken to lease the same from the owner, as provided in paragraph 998, Manual for the Quartermaster Corps, 1916 (Par. 10, G. O. 34, W. D., 1915), Q. M. C., Form No. 101 of lease being used for the purpose. Land should not be used gratuitously for any length of time, it being required by law that consideration pass for such use. (See Paragraphs 2957 to 2991 and Appendix No. 24–25, Manual for the Quartermaster Corps, 1916.)	Whenever practicable Government - owned land would be used for camp sites. Should it become necessary to lease land for a camp site it would be done in accordance with paragraph 998, Manual for the Quartermaster Corps, 1916, (G. O. 34, W. D., 1915), on Q. M. C. Form 101. (See Paragraphs 2957 to 2991 and Appendix No. 24–25, Manual for the Quartermaster Corps, 1916.)
4. Shelter.....	At the time of creation or mobilization of the above unit consideration should be given as to the kind of shelter to be used, whether to be tentage or temporary shelter. If tentage, and there is no supply on hand in tho organization, simple requisition or request by telegraph would obtain it. If temporary shelter is to be constructed, it should be done by purchase of material and troop labor, funds for the purpose being obtained as indicated above. Shelter should be constructed in accordance with plans of temporary buildings for mobilization camps prepared in tho Office of the Quartermaster General, and shown in Appendix No. 16, Manual for the Quartermaster Corps, 1916.	The mobilization order should indicato the kind of shelter to be used. If tentage, and no tentage is on hand in the regiment, telegraphic request to Department Headquarters, followed by requisition, would secure it. If the shelter is to be other than tentage, the maneuver camp plan prepared in the Office of the Quartermaster General, and shown in Appendix No. 16, Manual for the Quartermaster Corps, 1916, would be used, the buildings being constructed in accordance therewith. These plans are in sufficient detail to enable the quartermaster to proceed with construction at once. Cost sheets are attached. Work should be done by contract, Q. M. C., Form 107, if time permits, or timo not permitting, by purchase of material and hire of labor under Paragraph 551, Army Regulations.

Activity.	Company, troop, or battery.	Regiment.
5. Water supply.	The camp site should be located on a Government reservation whenever possible. If this is not possible, it should be near a natural water supply, if one is available. It may become necessary to supply water from city mains. In that case steps should be taken to enter into contract on Q. M. C. Form 145 for this service. If it is impracticable to secure water from private sources, the matter of hauling water from a distance should then be considered. If it is found more economical to do this, it is preferable to digging wells; otherwise the latter should be resorted to. If it becomes necessary to dig wells to provide water supply, it should be done by contract, under Q. M. C. Form 109, or by purchase of material in open market (Army Regulations 551, 1913), and troop labor. (See plan of water systems for camps, Appendix No. 21, Manual for the Quartermaster Corps, 1916.)	The camp site should be located where an abundant supply of good water can be obtained, if it is possible to do so. If adjacent to a city, it may be advisable to connect with the city mains and obtain the water by contract, using Q. M. C. Form 116. Pipe lines necessary to carry the water throughout the camp to be purchased as an open market purchase under paragraph 551, Army Regulations; funds to be obtained in the same manner as funds for the buildings. Some means of purifying the water may be necessary. (See plan of water systems for camps. Appendix No. 21, Manual for the Quartermaster Corps, 1916.)
6. Light.....	Ordinarily, unless the camp is to be of considerable duration, mineral oil will be used for necessary illuminating purposes. Should it be possible to obtain electric current at reasonable rates under proper authority this should be done. Should authority be obtained for electric lighting of camp, Q. M. C. Form 116 for the purchase of electric current will be used. Requisition on Q. M. C. Form 160 for incandescent lamps would also be used for providing lamps. This latter would be forwarded to the Office of the Quartermaster General direct. The New York Depot is the supply point from which the supplies would actually be furnished under instructions from the Quartermaster General. Under certain circumstances lamps might be bought in open market under authority of paragraph 551, Army Regulations.	Mineral oil will be used for illuminating purposes, at least in the early stages of the camp. If it be found economical to light the camp by electric light, current should be purchased under contract, using Q. M. C. Form 116. This, however, would not be done unless it could be shown to be an actual economy for the Government.
7. Sanitation....	One of the first considerations when when an organization is in camp is to provide the necessary sanitary arrangements. Latrine boxes should be immediately constructed and lumber and hardware purchased locally. Under some circumstances pits would be used, in which case no purchase would be necessary. Garbage should be disposed of either by having it hauled away by local	One of the first considerations of the supply officer would be to provide the necessary sanitary arrangements to insure the health of the command. Construction of latrines with latrine boxes (Appendix No. 15-4, Manual for Quartermaster

Activity.	Company, troop, or battery.	Regiment.
7. Sanitation—(continued).	contractor under formal contract, Q. M. C. Form 115, or by the construction of company incinerators. (See Appendix No. 15-2. Manual for the Quartermaster Corps, 1916.) This is the ordinary method, in lieu of hauling it away, for a small command, all kitchen and camp refuse being burned in this pit. Urinal cans, and when necessary garbage cans, should be obtained on requisitions forwarded to the nearest depot. Request by telegram for this immediate necessity will be honored, followed later by formal requisition.	Corps, 1916), the best possible sewer system that the conditions will permit, and all other sanitary arrangements should be made by the supply officer at the earliest practicable moment. Funds for the purpose will be obtained in the manner indicated above. Garbage should be burned in the company incinerators (see Appendix No. 15-2, Manual for the Quartermaster Corps, 1916), or removed by contract, using Q. M. C. Form 115.
8. Supplies.....	Upon receiving the order for the mobilization of his organization, the commanding officer should arrange with some local café or restaurant, after such competition as may be practicable, to feed the enlisted men of his command at a rate not exceeding 75 cents per day per man. (Army Regulations 455-2(b).) The men should be fed in this way from the time they report at the company rendezvous for duty until they leave for the regimental rendezvous point. When the organization leaves the company rendezvous for the regimental rendezvous point, the company commander will make out vouchers in duplicate on W. D. Form 330 for the meals furnished, certify to same, and turn them over to the regimental adjutant, who will refer them to the regimental supply officer, who will in turn submit them to the regimental commander. After approval, they will be sent to the United States disbursing officer of the State for settlement.	The regimental supply officer should arrange with a café, restaurant, or suitable person to furnish meals to the enlisted men of the regiment upon the assembling of the various companies at the regimental rendezvous point and arrival thereat of the companies whose company rendezvous point is at other places, at a rate not exceeding 75 cents per day per man. Proper vouchers in duplicate will be made out to cover those rations on W. D. Form 330, and submitted to the regimental commander for approval. After approval they will be forwarded to the United States disbursing officer of the State. (Army Regulations 455-2 (b).) In case the regimental commander so desires, he may purchase the articles of food for the rations and have same prepared by the company cooks as indicated for a company commander in paragraph 2 hereof, cost of the ration not to exceed 75 cents per day per man.

Activity.	Company, troep, or battery.	Regiment.
8. Supplies—(coutinued).	If there is no café or restaurant available in the vicinity of the company rendezvous, or if it is decided to bo for the best interests of the service, the company commander should purchase, after such competition as may be practicable, the articles of food fer the ration and have them prepared by the company cooks, the articles bought to be in the discretion of the commanding officer, the cost not exceeding 75 cents per day per man. Proper vouchors in duplicate should be prepared by the company commander on W. D. Form 330, covering the purchase of tho articles and the vouchers after certification by the company commander turned over to the regimental adjutant, who will refer them to the regimental supply officer. He in turn will submit them to the regimental commander for approval, and after approval they will be forwarded to the United States disbursing officer of the State. The time consumed in traveling te the regimental rendezvous will rarely cover more than half a day, se one cooked meal will be carried by the troops, unless in the opinion ef the commanding officer the meal or meals should be purchased en routo. In case of the latter, veucher in payment for the food should be prepared as indicated in first paragraph of this memoranda.	The regimental supply officer will verify the bills referred to him for subsistence, fuel, forage, light, etc., contracted for by tho company commanders at the company rendezvous. If found in proper form and correct, he will O. K. same and return them to the adjutant for submission to the regimental commander, who, upon approval, will forward them to the United States disbursing officer of the State for settlement. The regimental supply officer should also arrange for the necessary fuel, forage, and light for the regiment, seeuring same by inviting informal bids, securing same over the telephone if necessary, or, if time permits, writing a letter te the various dealers in the immediate vicinity and requesting them to submit a written bid in response. The transaction could be carried on over the telephone and confirmed later in writing. The lowest responsible bid fer the best and most suitable articles should be accepted. Vouchers in payment of same will be prepared and handled in the same manner as those for food for the men. The allowance of fuel, forage, and light aro stated in paragraphs 1044, 1077, 1050 to 1061, Army Regulations, 1913, as hereinbefore indicated. Any State or Territorial property of a standard pattern and quality needed for the equipment of the troops should be brought into the service of the United States as herein provided for United States property. (Army Regulations 460–467, as amended.)

Activity.	Company, troop, or battery.	Regiment.
8. Supplies—(continued).	The commanding officer should immediately equip all men of his command with the uniform clothing described in equipment manuals as Equipment "C". There should be sufficient clothing on hand to equip the full peace strength of the organization (Army Regulations, 455–1 (a)). All military property should be promptly examined, thoroughly cleaned, inventoried, and checked with the company commander's memorandum receipt. Equipment for the men authorized in the increase between the minimum peace strength and the war strength indicated in the order assembling the troops will be forwarded automatically by the Federal depots of the Quartermaster Corps to the mobilization camp of the troops. (Army Regulations, 455–1 (b).) If there is any shortage in uniform equipment after the inventory has been taken, affidavits should be secured at once and explanation of the reason for the shortage given. The commanding officer responsible for the articles missing should ask for a survey on same as soon as the company joins the regiment, on A. G. O. Form 196, Report of Survey. When any portion of the National Guard is called or drafted into the service of the United States, the proper National Guard authorities of the State, Territory, or the District of Columbia will arrange for the necessary purchase of fuel and forage, in not to exceed the authorized allowance, and for the shoeing of the authorized animals pertaining to the National Guard called forth. (Army Regulations, 456–1.) If there are any public and authorized private animals belonging to the organization and there is not sufficient forage on hand supplied by the State, or that will arrive in time, the company commander will secure the necessary forage, after obtaining prices from local dealers, care being exercised to select the lowest bid for the most suitable articles. Vouchers for the forage will be made out on W. D. Form 330, and handled in the same way as vouchers for foods as indicated in paragraph 1 hereof. Allowance of forage for animals is given in paragraph A. R. 1077, 1913, as amended. If fuel and light are necessary to be procured, they should be obtained in the same manner as the forage, purchase to be made on	The subsistence of the regiment enroute from the regimental rendezvous point to the mobilization camp, will be furnished at not exceeding 75 cents per day per man. Cooked meals can be taken or meals purchased enroute at the railway stations, or the ration can be cooked in a kitchen car or improvised kitchen car attached to the train. Replenishments to complete the equipment of a regiment and additional camp supplies are obtained on requisition, general, Q. M. C. Form 160.

Activity.	Company, troop, or battery.	Regiment.
8. Supplies—(continued).	the same blanks and vouchered in the same way. The allowance of fuel is found in paragraph A. R. 1044, 1913, as amended, and for light in paragraphs A. R. 1050 to 1061, 1913. This fuel, mineral oil, and candles will be taken up on the property return of the regimental supply officer and expended by him in accordance with regulations and orders. All serviceable military property in the hands of the organization which may be needed for camps or field service, including wheel transportation, will be taken to the mobilization camp. (Army Regulations, 455–6.) Any State or Territorial property of a standard pattern and quality needed for the equipment of the troops should be brought into the service of the United States as herein provided for United States property. (Army Regulations, 406–7, as amended.)	
9. Transportation.	The troop, company, or battery commander has nothing to do with the procuring of means of transportation. This is a matter for action of the regimental supply officer. He should, however, furnish the regimental supply officer a list of animals necessary to complete the allowance of his organization as established by tables of organization. He should arrange for the hire of transportation necessary for police of camp and supply of his organization and for the hauling of impedimenta to entraining points and make out vouchers in duplicate on War Department Form 320, certify to same, and turn them over to the regimental adjutant, who will refer them to the regimental supply officer, who will in turn submit them to the regimental commander. After approval they will be sent to the United States disbursing officer for settlement. (See pars. 3440 to 3551 and 3601 to 3623, Manual for the Quartermaster Corps, 1916).	The supply of transportation devolves upon the regimental supply officer. He should requisition for animals, for mounts, and for draft animals. (Form Q. M. C. 162). He should provide the necessary transportation for the mobilization of the regiment by hire if Government-owned transportation is not available. (See also pars. 3440 to 3551 and 3601 to 3623, Manual for the Quartermaster Corps, 1916).

Activity.	Company, troop, or battery.	Regiment.
10. Miscellaneous.		Depending upon the duration of the camp, there will be many matters arise that are not specifically covered in this memorandum. The regimental supply officer should use every effort to provide the supplies and equipment intended for troops in the field. Regimental supply officers should make themselves thoroughly conversant with their duties and make a careful study of the Manual for the Quartermaster Corps, 1916.

HENRY G. SHARPE,
Quartermaster General.

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